



## STANDARDS OF APPRENTICESHIP

adopted by

### GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS APPRENTICESHIP COMMITTEE

(sponsor)

Skilled Occupational Objective(s):

COMMERCIAL GLAZIER

RESIDENTIAL GLAZIER

SEALANT APPLICATOR

DOT

865.381-010

865.381-014

865.684-014

Term

8000 HOURS

6000 HOURS

5000 HOURS



#### APPROVED BY

Washington State Apprenticeship and Training Council

#### REGISTERED WITH

Apprenticeship Section of Specialty Compliance Services Division

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

#### APPROVAL:

OCTOBER 15, 1981

Initial Approval

JULY 20, 2001

Committee Amended

JULY 19, 2002

Standards Amended (review)

Standards Amended (administrative)

By: LAFRANK NEWELL

Chair of Council

By: PATRICK WOODS

Secretary of Council

**GLAZIERS, ARCHITECTURAL METAL AND GLASSWORKERS**  
**APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**The following Standards for the development of glazier, glassworker and sealant applicator apprentices have been prepared by representatives of the Glaziers and Glassworkers, Local No. 188, and employers of glaziers, glassworkers and sealant applicators representatives of the industry. When approved by and registered with the Washington State Apprenticeship Council, these Standards will govern the training of apprentices in this industry.**

**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

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The area covered by these Standards shall be all of Whatcom, San Juan, Island, Skagit, Snohomish, King, Mason, Pierce, Thurston, Kitsap, Lewis, Pacific, Grays Harbor, Jefferson and Clallam Counties, with headquarters in Seattle, King County, Washington.

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

**Age:**           **Must be a minimum of 18 years of age.**

**Education:**   **Must have a high school education or the equivalent.**

**Physical:**     **Must be physically fit to perform the duties of a glazier.**

**Testing:**       **N/A**

**Other:**          **Must have a valid driver's license and a good driving record.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

**A. Selection Procedures:**

- 1. Apprenticeship applications will be accepted year around by appointment only. Applicants must fill out an application in person at the office of the Apprenticeship Coordinator. Upon showing proof of a High School Diploma, GED or equivalent, as determined by the JATC and a valid driver's license, applicants will be placed in a pool of eligible candidates. To**

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remain in this pool, they must either contact the office in writing or come into the office to sign in each month (every 30 days).

2. Applicants will be indentured from the pool on a “first in first out” basis. Applicants must respond to a call to work within 48 hours. Unavailable applicants will go to the bottom of the list.
3. The apprenticeship office shall maintain a record of all applicants, the current status of all applicants pending and the final disposition of all applicants.
4. Individuals relocated from other state apprenticeship programs or Job Corps graduates may receive direct entry into apprenticeship indenturement provided jobs are available and they meet the minimum requirements. The JATC will have the ability to pierce the list to satisfy women and minority Affirmative Action Goals.

B. Equal Employment Opportunity Plan:

The sponsor shall do the following to help meet the affirmative action obligations:

1. Cooperate with school boards, and/or community colleges and/or vocational schools to develop programs, which prepare students for entrance into apprenticeship
2. Disseminate information within shops concerning equal employment opportunity.
3. Encourage the use of pre-apprenticeship training and give equal opportunity for admission into the program.
4. Distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM of APPRENTICESHIP:**

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The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**A. Commercial Glazier:**

**The term of apprenticeship shall be 8000 hours of reasonably continuous employment divided into eight (8) pay periods of 1000 hours duration (with a minimum of 800 work hours per 1000 hour period) including the probationary period and the required hours of related instruction. Any extension or reduction of this period of apprenticeship will be granted by the Apprenticeship Committee only upon adequate proof that an apprentice is entitled to such consideration.**

**B. Residential Glazier:**

**The term of apprenticeship shall be three 6000 hours of reasonably continuous employment divided into six (6) pay periods of 1000 hours duration (with a minimum of 800 work hours per 1000 hour period) including probationary period and the required hours of related instruction. Any extension or reduction of this period of apprenticeship will be outlined in section ten (10) of these Standards.**

**C. Sealant Applicator:**

**The term of apprenticeship shall not be less than 5000 hours of reasonably continuous employment divided into five (5) pay periods of 1000 hours duration (with not less than 800 work hours per 1000 hour period). Any extension or reduction of this period of apprenticeship will be outlined in section ten (10) of these Standards.**

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

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- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The first six (6) months of employment (a minimum of 800 hours) after signing the apprenticeship agreement shall be a probationary period. During this period of apprenticeship, indenture may be canceled by either party without the formality of a hearing. The Washington State Apprenticeship and Training Council shall be notified of such cancellations.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The ratio of apprentices to journeymen on the job site or shop shall be as follows:**

**A. Commercial Glazier:**

**2 journeymen steadily employed - 1 apprentice may be hired  
5 journeymen steadily employed - 2 apprentices may be hired  
9 journeymen steadily employed - 3 apprentices may be hired**

**Thereafter for each 3 journeymen steadily employed 1 apprentice may be hired.**

**B. Residential Glazier:**

**Any employer who steadily employs one (1) or more hourly paid journeyman residential glazier (or journeyman commercial glaziers doing residential work) may employ one (1) residential glazier apprentice on the job site. At no time will the number of residential glazier apprentices exceed the number of journeymen steadily engaged in residential glazing.**

**This ratio will be reviewed periodically and may be changed by action of the Apprenticeship Committee, subject to review by the Washington State Apprenticeship and Training Council.**

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**C. Sealant Applicator:**

Any employer who steadily employs one (1) or more hourly paid journeymen sealant applicators may employ one (1) sealant applicator apprentice on the job site.

**VII. APPRENTICE WAGES and WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**A. Commercial Glazier:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	45%
2	1001 - 2000 hours/7 - 12 months	50%
3	2001 - 3000 hours/13 - 18 months	55%
4	3001 - 4000 hours/19 - 24 months	60%
5	4001 - 5000 hours/25 - 30 months	65%
6	5001 - 6000 hours/31 - 36 months	70%
7	6001 - 7000 hours/37 - 42 months	80%
8	7001 - 8000 hours/43 - 48 months	90%
	Thereafter	100%

**GRAYS HARBOR AREA APPRENTICE WAGE SCALE:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	50%
2	1001 - 2000 hours	55%
3	2001 - 3000 hours	60%
4	3001 - 4000 hours	70%
5	4001 - 5000 hours	75%

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<b>6</b>	<b>5001 - 6000 hours</b>	<b>80%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>85%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>90%</b>

**B. Residential Glazier:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours/0 - 6 months</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours/7 - 12 months</b>	<b>55%</b>
<b>3</b>	<b>2001 - 3000 hours/13 - 18 months</b>	<b>60%</b>
<b>4</b>	<b>3001 - 4000 hours/19 - 24 months</b>	<b>70%</b>
<b>5</b>	<b>4001 - 5000 hours/25 - 30 months</b>	<b>80%</b>
<b>6</b>	<b>5001 - 6000 hours/31 - 36 months</b>	<b>90%</b>
	<b>Thereafter</b>	<b>100%</b>

**C. Sealant Applicator:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours/0 - 6 months</b>	<b>40%</b>
<b>2</b>	<b>1001 - 2000 hours/7 - 12 months</b>	<b>55%</b>
<b>3</b>	<b>2001 - 3000 hours/13 - 18 months</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours/19 - 24 months</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours/25 - 30 months</b>	<b>90%</b>



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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Commercial Glazier</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Probation period, general knowledge of material .....	800
2. Cutting and handling glass .....	800
3. Hackouts and running putty .....	400
4. Metal sash .....	675
5. Store front and metal installation .....	1600
6. Mirrors, shower doors, tub enclosures .....	400
7. Plate, sheet and insulated glass setting .....	800
8. Store front and metal fabrication .....	550
9. Specialty glass (edgework, holes fingerpulls, safety glass) .....	135
10. Layout - storefront, curtain wall, wall of mirrors, etc.....	135
11. Sealants - metal or glass .....	135
12. Distributed to various parts of trade .....	<u>1570</u>
<b>TOTAL HOURS:</b>	<b>8000</b>

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<b><u>A. Residential Glazier</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Probation period, general knowledge of materials .....	800
2. Cutting and handling glass .....	800
3. Hackouts and running putty .....	300
4. Metal Sash .....	600
5. Store front installation .....	1375
6. Mirrors, shower doors, tub enclosures .....	400
7. Plate, sheet and insulating glass setting .....	800
8. Store front fabrication .....	550
9. Specialty glass (edgework, holes, fingerpulls, safety glass) .....	125
10. Layout - store front, wall of mirrors, etc. ....	125
11. Sealants - metal or glass .....	125
<b>TOTAL HOURS:</b>	<b>6000</b>

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<b><u>C. Sealant Applicator</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Probation period - general knowledge of material .....	800
2. Safety and health .....	200
3. Joint preparation .....	1200
4. Sealant application; may include, but is not limited to: silicones, polyurethanes, on interior, exterior, structural and perimeter applications .....	1800
5. Operation and care of tools, equipment and materials .....	200
6. Distributed to various parts of the trade .....	800
<b>TOTAL HOURS:</b>	<b>5000</b>

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- ( ) Private Technical/Vocational college
- (X) Training trust
- ( ) Other (specify)

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**NONE**

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**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

**A. General Procedures**

- 1. The apprentice shall work the same hours as the journeyman and shall work under the supervision of a journeyman at all times, with the exception that during the last six (6) months of apprenticeship, the apprentice may work alone.**
- 2. Apprentices shall not work overtime or out of town if it interferes with their attendance at related instruction classes.**
- 3. It is the intent of the apprenticeship Committee to provide, insofar as possible, continuous employment for all apprentices. This may necessitate the transfer of apprentices from one employer to another.**
- 4. Applicants with previous experience in the glazing trade may apply for credit by:**
  - a. Taking a general knowledge examination related to the glazing trade for evaluation purposes.**
  - b. Submitting written resume to the Joint Apprenticeship Committee of previous experience and training in the glazing trade.**

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- c. Included in the resume the number of months credit being applied for.
  - d. Submitting a letter from the employer willing to pay the higher rate if credit is granted by the Joint Apprenticeship Committee. Amount of credit will be determined by the Joint Apprenticeship Committee after a careful review of the merits of each case.
- 5. Any credit given will be applied to probationary period.
- 6. Apprentices are expected to attend all scheduled and assigned classes in any quarter.
- 7. Each apprentice will be allowed only (1) one absence from class in any quarter. All absences will be made up as assigned by the coordinator.
- 8. Any apprentice who is absent from their assigned class two (2) times in any quarter will have their apprenticeship extended one month and stay at their present rate of pay one additional month.
- 9. Any apprentice who is absent from class three (3) times in the same quarter can be suspended from class and job. The apprentice will be required to appear before the JATC, with their employer, at the next JATC meeting. Failure by either party to appear will result in disciplinary action, suspension, or cancellation of their Apprenticeship Agreement.
- 10. Any apprentice failing to be in class on time at 5:30 p.m. or not remaining until dismissed by the instructor will be considered to have missed the class.
- 11. All apprentices are responsible for their own tuition and parking fees. Tuition must be paid prior to the first class in each quarter. Tuition can/will be reimbursed only if the apprentice has not missed any classes during the quarter and has a 90% or better grade on his/her quarterly exam.
- 12. A grade average of 75% or higher must be maintained to receive a passing grade. A grade average of 74% or less is not acceptable and the apprentice will be required to repeat the failed class and remain at his/her present rate of pay for a period necessary to repeat the failed class. An apprentice may request to retake a failed test in order to receive a passing grade. The minimum passing grade for a retake is 80%.
- 13. Work progress record sheets must be filled out properly by the apprentice, signed by the foreman or supervisor, and turned in by the last working day

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of the following month. Work progress sheets may be given to the instructor during the school term. One work sheet is due each month whether the apprentice has worked or not.

14. An apprentice will not receive a wage progression until work progress sheets are up to date and turned in to the Apprenticeship Office.
15. In addition, the term of apprenticeship will be extended one (1) month for each month the work sheet is late.
16. If an apprentice fails to turn in three (3) consecutive months of work sheets, he/she can be removed from the job until work sheets are up to date.
17. Work sheets will be accepted by the coordinator only when filled in correctly by the apprentice and **SIGNED BY THE FOREMAN OR SUPERVISOR.**
18. If any apprentice fails to conduct themselves within the above guidelines or is a constant disruption in class, they will be required to appear before the JATC for possible discipline, suspension, or cancellation.
19. Any apprentice that comes to any class under the influence of drugs or alcohol or is physically or verbally abusive to other apprentices, instructors or staff of the Community College, will be removed from class by the Coordinator or Instructor. Should this happen a second time he/she will be suspended from class and be required to appear before the JATC for possible discipline, suspension or cancellation. The apprentice will be required to make up all classes missed.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken

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- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.



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The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
  - 1st quarter: January through March, by April 10
  - 2nd quarter: April through June, by July 10
  - 3rd quarter: July through September, by October 10
  - 4th quarter: October through December, by January 10

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3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
  - Program name
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may

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arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

**E. Composition of Committee:** (see WAC 296-05-313)

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Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

**The Apprenticeship Committee shall be composed of four (4) members representing management and four (4) members representing labor**

**Quorum: Shall consist of two (2) representatives from management and two (2) representatives from labor.**

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Bob Herzoq Jr., Chairman**  
**1300 South Dearborn**  
**Seattle, WA 98144**

**Bill George**  
**General Storefronts**  
**3314 Cedar Street**  
**Everett, WA 98271**

**Gary Towndrow**  
**13645 NE 126 Place**  
**Kirkland, WA 98033**

**Jerry Larson**  
**121 West Stuart**  
**Puyallup, WA 98371**

The employee representatives shall be:

**Mike Bond, Secretary**  
**12115 53rd Avenue SE**  
**Everett, WA 98208**

**Dan Cory**  
**21225 - 104th SE**  
**Kent, WA 98031**

**Mike Ball**  
**21006 - 231st SE**  
**Maple Valley, WA 98038**

**Dan Powers**  
**20424 - 7th Place South**  
**Des Moines, WA 98198**

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**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee must be approved by the main committee.

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Kelly Humann  
6770 East Marginal Way South  
Seattle, WA 98108**